

15 January 2001

CIVIL AIR PATROL SENIOR MEMBER TRAINING PROGRAM

SPECIALTY TRACK STUDY GUIDE

MORAL LEADERSHIP

Foreword

The Moral Leadership Officer Specialty Track Study Guide is for individuals to use in progressing from the entry level of technician to the intermediate level of senior and the highest rating of master. The technician level provides the individual with basic information to use in performing duty as a moral leadership officer at unit level. The senior level prepares the moral leadership officer to serve at a higher level of expertise. The master level provides for a person to advance to the highest level by demonstrating knowledge of all phases of the moral leadership program. The moral leadership officer will then be qualified to serve in any capacity within the moral leadership program throughout Civil Air Patrol.

MORAL LEADERSHIP OFFICER STUDY GUIDE

Technician Rating

Preface: The "Technician" rating is the entry level of the Civil Air Patrol Moral Leadership Officer Program. It is designed to encourage, promote, and instruct the basic professional skills necessary to implement a beginning program.

Position Description: Reference CAPP 265-1, CAPP 265-2, CAPP 265-4, CAPP 221, CAPR 52-16 and CAPR 50-17. Assist and support CAP chaplains and squadron commanders by providing moral and ethical instruction to cadets, by assisting chaplains with worship, and by supporting chaplains during emergency services missions.

Training Requirements: The MLO is to function as part of the Chaplain Service under the guidance and supervision of a chaplain.

a. Read CAPP 265-4, *CAP Chaplain Service Handbook*, and write at least a one-page overview on the material. Give your paper to your wing chaplain who will approve/disapprove it. The wing chaplain returns the paper to the MLO.

b. Review CAPR 52-16 (chapter 1, paragraph 1-3e and chapter 5) then submit a written report or a briefing to your supervising chaplain on how the MLO can support the activities pertaining to cadet achievement requirements and the various cadet encampments and activities.

c. Receive training on completing of CAPF 34, *Chaplain Statistical Report*, from your wing or supervising chaplain. Complete and submit to your wing chaplain one CAPF 34 on your activities during a six-month period.

d. Upon approval of these requirements, the MLO has his or her wing chaplain complete the Certification block shown below. A copy of the Certification is given to the senior program officer who enters the technician rating on the MLO's CAPF 45, *Senior Member Master Record*.

Recommendations:

a. Observe two Moral Leadership sessions conducted by a chaplain or senior-rated or master-rated/MLO, or give two Moral Leadership sessions under the supervision of a chaplain or senior/master MLO.

b. Review a copy of the *CAP Book of Prayer* and become familiar with the first half.

CERTIFICATION

I hereby certify that _____
(RANK, NAME)

has successfully completed the requirements to be awarded the Moral Leadership Officer "Technician" rating.

SIGNATURE OF WING CHAPLAIN

DATE

By signing this certification, the wing chaplain signifies that this moral leadership officer has completed all requirements for the Technician rating and is authorized to wear the Technician Specialty Badge for MLOs in accordance with CAPM 39-1, *CAP Uniform Manual*.

Note:

The senior program officer documents this training on CAPF 45b, *Senior Member Training Record*, and updates the unit *Senior Training Report*.

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Senior Rating

Preface: The "Senior" rating is the intermediate level of the Civil Air Patrol Moral Leadership Officer Program. This level is designed to build on the skills previously learned and to continue to expand personal and quality performance as they relate to the Civil Air Patrol Chaplain Service.

Position Description: Reference CAPP 265-1, CAPP 265-2, CAPP 265-4, CAPP 221, CAPP 221A, CAPR 52-16 and CAPR 50-17. Assist and support CAP chaplains and squadron commanders by providing moral and ethical instruction to cadets. Moral leadership officers may also be tasked in supporting chaplains with worship and by supporting chaplains in emergency services.

Training Requirements: The MLO is to function as part of the Chaplain Service under the guidance and supervision of a chaplain.

- a. Present five moral leadership seminars within a CAP unit. Follow the instructions for leading Moral Leadership seminars printed in CAPP 265-2, *CAP Values for Living*.
- b. Complete the form at Attachment B, CAPP 265-2, *Planning Guide for Values for Living Seminar*, for each of the five Moral Leadership seminars and have these forms signed by the unit commander.
- c. Send the wing, or supervising chaplain, a copy of these completed forms.
- d. Complete the form at Attachment D, CAPP 265-2, *CAP Moral Leadership Program Certificate of Achievement*, documenting the recorder and discussion leader for each of the five moral leadership seminars.
- e. Provide the cadets who performed as recorder and discussion leaders these completed forms for their records.
- f. Attend one Chaplain Service Region Staff College.

Recommendations:

- a. Read a book on the religious beliefs / practices / customs of any faith group outside your own. Prepare a written or oral report on your reading and present it to your supervising or wing chaplain.
- b. Review a copy of the *CAP Book of Prayer* and become familiar with the entire book.
- c. Visit the CAP Chaplain Service web site at www.caphq.gov. Go to Directorates then Chaplain Service.

CERTIFICATION

I hereby certify that _____
(RANK, NAME)
has successfully completed the requirements to be awarded the Moral Leadership Officer "Senior" rating.

 SIGNATURE OF UNIT COMMANDER

 DATE

By signing this certification, the unit commander signifies that this moral leadership officer has completed all requirements for the Senior rating and is authorized to wear the Senior Specialty Badge for MLOs in accordance with CAPM 39-1, *CAP Uniform Manual*.

Note:

The senior program officer documents this training on CAPF 45b, *Senior Member Training Record*, and updates the unit *Senior Training Report*.

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Master Rating

Preface: The "Master" rating is the highest level of the Civil Air Patrol Moral Leadership Officer Program. This level is the culmination of the professional skills learned and demonstrated as a moral leadership officer.

Position Description: Reference CAPP 265-1, CAPP 265-2, CAPP 265-4, CAPP 221, CAPP 221A, CAPR 50-15, CAPR 52-16, CAPR 55-1 and CAPR 50-17. Assist and support CAP chaplains and squadron commanders by providing moral and ethical instruction to cadets. Moral leadership officers may also be tasked in supporting chaplains in worship and in emergency services.

Training Requirements: Attain a complete understanding of the Chaplain Service MLO function.

- a. Be an MLO for at least two years.
- b. Conduct a Moral Leadership training seminar at a Chaplain Service Region Staff college. The region chaplain, or a designated representative, will verify in writing successful completion of this requirement.

Recommendations:

- a. Attend at least one Region/Wing cadet encampment or a National Staff college.
- b. Attend a Critical Incident Stress Management training session.
- c. Complete the requirements outlined in CAPR 50-15, *CAP Operational Missions*, and CAPR 55-1, *Emergency Services Mission Procedures*, to become general "Emergency Service" qualified.

CERTIFICATION

I hereby certify that _____
(RANK, NAME)

has successfully completed the requirements to be awarded the Moral Leadership Officer "Master" rating.

SIGNATURE OF REGION CHAPLAIN

DATE

By signing this certification, the region chaplain signifies that this moral leadership officer has completed all requirements for the Master rating and is authorized to wear the Master Specialty Badge for MLOs in accordance with CAPM 39-1, *CAP Uniform Manual*.

Note:

The senior program officer documents this training on CAPF 45b, *Senior Member Training Record*, and updates the unit *Senior Training Report*.